



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATTG-IS (350)

08 JUL 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Critical Task Selection Boards (CTSBs)

1. Request your assistance in executing a recommendation from the May 03 Training and Leader General Officer Steering Committee (TLGOSC). The TLGOSC addressed MACOM participation in the CTSB process. Specifically, the GOSC recommended greater operational level coordination between MACOMs and the schools during CTSBs. TRADOC Regulation 350-70, Chapter VI-1 (Job Analysis), addresses the procedures for conducting CTSBs. The regulation requires the school to "ensure adequate Active Component ... representation" but allows broad discretion by the Commandant in determining who represents the Active Component Army. Effective with this memorandum, all CTSB members, except the chairman, will be from operational units of each of the following components as applicable: FORSCOM, USAR, ARNG. The chairman will be from the training proponent.

2. Effective immediately, as a result of the TLGOSC recommendation, send invitations to MACOM G-3s (FORSCOM, USAREUR, Eighth Army, USARPAC, USAR, and ARNG) to participate in all future CTSBs. Schools have done a good job involving the MACOMs in our CTSBs but wider involvement from operational units is needed.

a. Some schools send invitations directly to sergeants major within divisions.

b. By sending invitations through the G-3s, we ensure a higher level of CTSB visibility; this equals a greater level of buy in and ownership in the CTSB process on the part of MACOMs and the soldiers we train.

3. TRADOC Regulation 350-70 does not require the CTSB to determine where each Critical Skill Level 1 Task will be taught (in the institution versus the unit). Effective immediately, make the initial training site selection a function of your CTSBs. Depending on the task, however, training site designation can be a time consuming process. The final decision

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will be made when creating the individual training strategies and designing the education/training. MACOM level involvement is essential during this final selection as well to ensure training can be executed as designed.

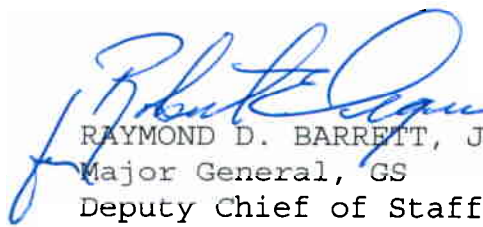
4. Further, TRADOC Regulation 350-70 no longer specifies how frequently institutions should conduct CTSBs; "as required" is the stated standard. This decision was made as it created unnecessary training development workload and increased manpower requirements. You are required to keep your critical task list current and may conduct CTSBs as needed. A board is not required to add or delete a task or two. We will continue coordination with your Directorates of Training (DOTs) to determine if a frequency requirement is needed, given the current resourcing environment. A complete review of your critical task lists every two to three years is the conventional wisdom at this point; more to follow.

5. On a related note, your DOTs have responded quickly to our April request for your most recent Critical Skill Level 1 Task Lists. Assembling these lists is a time consuming task, but your staffs responded thoroughly and professionally. I appreciate their diligent efforts and your support in collecting these task lists across the command.

6. The above policy changes will be reflected in the next revision of TR 350-70 and will be posted on the TRADOC QAO web site.

7. Point of contact is MAJ Taylor, DSN 680-5664, (757) 788-5664, taylordg@monroe.army.mil.

FOR THE COMMANDER:


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